

PRESIDENT'S CABINET
PRESIDENT'S CONFERENCE ROOM – TRENHOLM CAMPUS
NOVEMBER 18, 2009

PRESENT: Sam Munnerlyn, Arlinda Knight, Barbara Anne Spears, Charles Harris, Cathy Wright, Beverly Ross, Dr. Mimi Johnson, Wilford Holt, Deborah Griggs

ABSENT: Dr. Suresh Kaushik

The meeting was called to order by President Sam Munnerlyn at 8:00 a.m.

GENERAL COMMENTS/DISCUSSION ITEMS:

The meeting began with a moment of silence and remarks by President Munnerlyn.

The following items were discussed:

- Advisory Committee Meetings:
 - President Munnerlyn stated that we need to make sure that our departments are submitting their advisory committee minutes in a timely manner. He also mentioned that we will be setting the dates for the College Advisory meeting today with Tom McPherson.
- Culinary Arts/Harpers:
 - President Munnerlyn stated that we have found a facility for Culinary Arts Program. The new location will be in the old Regions Bank Building downtown.
 - We are in the process of preparing a package to submit to the Board for approval at the January Work Session.
 - Renovations are being planned for the building. The program will have ample amount of classroom space. We will be looking at a five-year lease.
 - This space will also work well for our gala events.
- COE/SACS:
 - President Munnerlyn stated that it is time to get our steering committees and individual committees engaged in what we are doing for SACS and COE. We have to find a way to engage the faculty and staff.
 - The President requested that Dean Spears set up a couple of meetings and make sure attendance is required for at least one meeting before the holidays.
 - The President appointed Dean Holt as co-chair to work with Dr. Kaushik on COE.
- Updating System:
 - President Munnerlyn stated that we need to make sure all ends are covered when updating our access system. We have had a few minor glitches in communication.
 - It is important that everyone is regularly updated on college events, activities, and changes. There was a drop in communication in reference to the fee schedule changes. President Munnerlyn wanted to make sure Sharon Portis and Renita Scott were not having problems with getting schedules from faculty.
 - Dean Holt stated that the Truck Driving tuition will not go up in the spring; there was an oversight in this area from postsecondary.
- Registration Committee Meetings/Schedule:
 - The President stated that last week we had some registration issues to come up in reference to online registration and fees. President Munnerlyn asked if we were still having regular pre and

post registration meetings. If so, he asked why these issues were not discussed in those meetings.

- Dean Harris stated that he does not see how web registration is going to work if we are having these kinds of communication issues.
- Dean Ross stated that there is a college calendar that is printed every year; we follow that calendar for advertising dates. Dean Ross will have Tennie McBryde set up pre and post registration meetings so that these types of issues can be discussed and solved.
- President Munnerlyn also stated that we need to publish web registration dates as well.
- Dean Ross will review the list of registration committee members to see if there are key people from each department who should be engaged to make sure information is getting out as far as registration.
- Dean Harris stated that having one person hold the key to processes is not good business practice. He stated that Debra Cobb does a lot of things for the end user that should stay with the end user. He will begin to train individuals on how to access reports independently.
- It was suggested that we may want to have something to give the students as an incentive for using early registration: a t-shirt or something.
- Need for Evening/Weekend Classes:
 - President Munnerlyn would like for a survey to be conducted regarding student need for weekend classes.
- Expenses to Salary Analysis:
 - Dean Griggs and Cathy Wright stated that one goal of the Business Office is to have a financial report for each department on a monthly basis. This will also give us an opportunity to have a mid year review. The goal of budget status reports is to know what funds are available and where we are with spending. President wants to do an analysis of the cost of the faculty and staff vs. how much revenue the program generates.
- DAX Errors :
 - Dean Harris discussed the DAX information that comes from our AS400 system. DAX took the place of the PERS. In reviewing the data from the system he found that there were some data entry errors on the system. These issues reflect negatively on the college.
 - Dean Harris will print and send to individuals who are responsible for data and ask them to correct information. President Munnerlyn asked Dean Harris to give a deadline for completion to those responsible for input.

Updates:

- Relocation of Adult Education-Adult Ed is relocating to 3101 Mobile Highway.
- Bridge Groundbreaking:
 - President Munnerlyn wants the groundbreaking to be held in December for this project. Arlinda Knight, Beverly Ross and Dean Griggs are working on this event. He requested that our employees and students be included in this event.
- Ribbon Cutting for Building Q:
 - We must focus on this event. Dennis must paint floor by February 18.
- Building E:
 - Ribbon cutting to be held after the 14th of January.
- CUA Event:

- Dr. Johnson reported that the foundation board voted to change the gala event. They propose to have a “*Meet You at the Bayou*” event. We are look at March 25, 2010, 5:30p.m. – 9:00p.m.
- Christmas Party:
 - Shearese gave a brief update about the Christmas Party.
- Retention Committee:
 - A brief discussion on the College Retention Committee was held. The President would like to add the following people: Sharon Portis, Charles Harris, Deborah Griggs, Mike Evans, Benee Edwards, Division Chairs

ACTION ITEMS

ITEM NO.	ACTION ITEM	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Set dates for College Advisory meetings with Tom McPherson	President Munnerlyn	
2.	Set up a few meetings with faculty/staff pertaining to SACS (make sure to keep up with attendance)	Dean Spears	
3.	Review registration committee member list to see if some key people are out of the loop from each department.	Dean Ross	
4.	Begin training sessions on AS400	Dean Harris	
5.	Conduct survey on the need for night and weekend classes	Dr. Johnson	
6.	Develop Budget status reports monthly	Dean Griggs Cathy Wright	
7.	Send DAX errors to responsible parties for correction.	Dean Harris	
8.	President requested the Groundbreaking for Bridge Project to be held in December	Committee: Dean Ross; Dean Griggs; Arlinda Knight	
9.	Prepare for Ribbon Cuttings: AMTC and Building E	Committee	

ANNOUNCEMENTS

1. none

NEXT MEETING

The next meeting to be held on the Trenholm Campus.

The meeting adjourned at 12:00 noon.

Respectfully submitted by:

Shearese G. Gipson

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Approved on _____